

The New Jersey Department of State  
NEW JERSEY HISTORICAL COMMISSION

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GRANT PROGRAM  
2000

Special Projects  
Research, Publications, Media  
General Operating Support  
Minigrants  
CAPES  
Prizes

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## ***The New Jersey Historical Commission***

**NJ Department of State, Cultural Affairs**

PO Box 305

Trenton, NJ 08625

For information on the grants program, please call the Grants Administrator at (609) 292-6062.

**Large Print** This application is available in Large Print. If you are in need of any special accommodation in filing an NJHC grant application, please contact the Grants Administrator.

Grantees must comply with the Civil Rights Act of 1964 (42 USC 2000D et seq), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq), and the State Law Against Discrimination (NJS 10:5-1 et seq), barring discrimination on the basis of race, color, national origin, gender or disability.

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## **Mission**

The New Jersey Historical Commission was established by law in 1967 (NJS 18A:73-21). It is the state's statutory entity for the advancement of public knowledge and preservation of New Jersey history. Its mission is to enrich the lives of the public by preserving the historical record and advancing interest in and awareness of New Jersey's past.

## **Background**

The New Jersey Historical Commission advances public knowledge of the history of New Jersey by providing grants, conducting research, helping to preserve resources, and producing publications, public programs, and classroom materials. It works closely with other organizations to improve the field of New Jersey history. The Commission is a division of Cultural Affairs within the NJ Department of State.

## **Grant Assistance**

The New Jersey Historical Commission offers assistance to applicants in the technical aspects of completing the application. Please call the Grants Administrator at (609) 292-6062 for information or check the web site at [www.state.nj.us/state/history/hisidx.html](http://www.state.nj.us/state/history/hisidx.html).

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## **General Guidance**

The grant program supports the Commission's core mission in two ways. First, it funds specific projects relating to New Jersey history - research, publication, media, public programs, conservation, educational initiatives - and secondly, it offers general operating support for museums, historical societies, historic sites, archives, libraries, and similar organizations with collections or programming relating to the history of New Jersey

Additionally, the Historical Commission provides a collections evaluation service (Caucus Archival Projects Evaluation Service or C.A.P.E.S.) through the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference and sponsors two scholarly prizes – the Alfred E. Driscoll Prize and the Richard P. McCormick Prize, and a teaching prize – the Mildred Barry Garvin Prize.

- 1) Before proceeding with the grant application, please read the guidelines in their entirety.
- 2) Always keep in mind the evaluation criteria while completing the application.
- 3) Complete all required information accurately. Double-check all numbers.
- 4) Review the information on support materials, what makes a complete application, and any special requirements.
- 5) Review checklist, sign, date and include in package.
- 6) Call the NJ Historical Commission staff for help with any questions.

## Special Notes

### Liability

The Historical Commission will not be held liable for work it has funded that contains fraudulent or plagiarized material.

Award of a grant does not constitute Historical Commission endorsement of the final product of that grant.

### Diversity

Grant recipients are encouraged to consider businesses that reflect the diversity of our state when contracting for services using grant funds.

## Grants Program Summary and Deadlines

The NJ Historical Commission maintains the following priorities and seeks applications that will help fulfill them. To be considered for funding, the project or organization must serve the public directly and accomplish at least one of the following:

- help strengthen and further develop existing New Jersey history programs and operations as well as initiate new programs
- improve management and interpretation of historic sites and historical collections
- expand public understanding and awareness of historic resources
- increase public and organization participation in historical programs and activities
- increase the body and quality of information on New Jersey history available to the public
- preserve materials for the study or preservation of New Jersey history

Applicants may seek support in the four areas listed below. Organizations applying for a project grant or a minigrant may also apply for General Operating Support, if requirements are met.

### 1) Special Projects

To advance the public knowledge of New Jersey history by funding specific projects such as exhibitions, public programs, conservation of manuscripts, books, costumes, and historical paintings, and educational initiatives for children and adults, such as the development of curriculums, web sites, CD-Roms, teacher training, and distance learning. Support is primarily restricted to organizations, except for educational projects, for which individuals may apply.

- |                 |                     |
|-----------------|---------------------|
| • Funding level | \$3,000 to \$20,000 |
| • Deadline      | March 15, 2000      |
| • Notification  | June 1, 2000        |

### 2) Research, Publications, and Media

To advance the public knowledge of the history of New Jersey by funding research, fellowship support, study at collections, publication, and media projects. Open to individuals and organizations. This program offers support

for research leading to articles, books, dissertations, media programs (radio, film, videotape), and web sites; fellowships; and publications (editorial or production) in a variety of media (print, web sites, films, radio, television, videotape).

- Funding level
  - Research \$3,000 to \$9,000
  - Smith Fellowships \$9,000 to \$12,000
  - Study at Collections Up to \$10,000
  - Publications \$3,000 to \$15,000
  - Media \$3,000 to \$20,000
- Deadline March 15, 2000
- Notification June 1, 2000

### 3) General Operating Support

General assistance to historical societies, museums, historic sites, archives, libraries, and similar organizations with collections or programming relating to the history of New Jersey. General operating support grants are awarded on a competitive basis to those historical organizations demonstrating high-quality work, operations and public benefit.

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|-------------------------|--------------------------------------|
| • Funding level         |                                      |
| Budgets under \$30,000: | Up to \$10,000                       |
| Budgets over \$30,000:  | Up to 33% of annual operating budget |
| • Letter of Intent      | February 1, 2000                     |
| • Deadline              | February 15, 2000                    |
| • Notification          | May 1, 2000                          |

#### 4) Minigrants

The Historical Commission awards minigrants of up to \$3,000 to assist relatively small and inexpensive projects. Applicants may apply for support for all activities covered by the Commission's grant program other than general operating support.

- **Funding Level:** Up to \$3,000  
Special minigrants of up to \$2,000 are available for college undergraduates doing research on any New Jersey history topic.
- **Deadline:** Proposals are reviewed in January, March, May, August, October, and December, generally the third week of the month.
- **Notification:** Within six weeks of review.

## *Grants Program Schedule*

<b>Program</b>	<b>Deadline</b>	<b>Amount</b>	<b>Notification</b>
General Operating Support	February 15, 2000	For organizations with budgets up to \$30,000, up to \$10,000. For organizations with budgets over \$30,000, up to 33% of the organization's total, projected, non-State of New Jersey operating income for the fiscal year in which the grant funds will be received.	May 1
Research, Publications, Media	March 15, 2000	\$3,000 - \$20,000	June 1
Special Projects (e.g., Conservation, Education, Exhibitions, Conferences)	March 15, 2000	\$3,000 - \$20,000	June 1
Minigrants	Reviewed January, March, May, August, October, December, generally the third week of the month	Up to \$3,000	Within 6 weeks of review
Mildred Barry Garvin Prize	December 1, 2000	\$1,000 to a New Jersey educator	No later than January 17
Alfred E. Driscoll Prize	February 15, 2000	\$1,000 to the author	June 1
Richard P. McCormick Prize	January 2, 2001	\$1,000 to the author	June 1
Caucus Archival Projects Evaluation Service (CAPES)	Ongoing	N/A	N/A

*How to Apply for*  
**Special Projects Grants &  
Research, Publications, and Media Grants**

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**Special Projects Grants**

Support is restricted to organizations, with the exception of educational projects, for which individuals may apply.

This program provides funding for:

- Exhibitions (research, design and fabrication)
- Public programs
- Conservation of manuscripts
- Books, costumes, and historical paintings
- Educational initiatives (such as development of curriculums, web sites, CD-Roms, teacher training, or distance learning) aimed at children or adults

Funding level: \$3,000 to \$20,000

Deadline: March 15, 2000

Notification: June 1, 2000

**Research, Publications, & Media Grants**

Most categories are open to both individuals and organizations. This program offers support for:

- Research leading to articles, books, dissertations, media programs (radio, film, videotape), CD-Roms, and web sites
- Fellowships
- Publications (editorial or production) in a variety of media (print, CD-Roms, web sites, films, radio, television, videotape)

Funding level:

Research	\$3,000 to \$9,000
Smith Fellowships	\$9,000 to \$12,000
Study at Collections	Up to \$10,000
Publications	\$3,000 to \$15,000
Media	\$3,000 to \$20,000

Deadline: March 15, 2000

Notification: June 1, 2000

**Eligibility**

Individuals applying on behalf of a New Jersey institution or organization may apply for support for public programs, exhibitions, projects involving the conservation of historical resources and projects to develop history-based web sites. An organization seeking support from a county cultural and heritage organization under a regrant program funded by the Historical Commission may **not** seek support from the Historical Commission for the same project.



Applicants applying on behalf of a New Jersey educational institution may request support for educational projects as may the school's teachers, administrators or librarians. If the applicant is an individual or the representative of an institution or organization, the applicant may request support for research, publication, film and videotape projects. The Historical Commission also offers two types of fellowships. The *Samuel Smith Fellowships* provide support for major research projects on New Jersey history topics. Repositories may apply for *Study at Collections Fellowships* -- funds granted to historians wishing to work on their collections.

### **Examples of Eligible Projects and Activities**

- Presentation and interpretation of public information about state and local history, such as brochures describing the organization's collection, programs or services
- Public programs such as lectures, exhibitions, conferences, symposia and workshops
- Classroom instruction at any educational level (including continuing education/training courses for adults)
- The production of classroom instructional materials
- Original research and writing, bibliographical essays, historiographies
- Research in connection with historic preservation projects
- Research that analyzes the field of New Jersey history, such as the need for long-range planning, resource management, heritage tourism
- Oral history
- Editorial work (including the updating of important works)
- Publication (including republication)
- Film or videotape treatments, scripts or production
- Feasibility studies or planning for large-scale projects in New Jersey history
- Surveys of New Jersey historical resources
- Educational components of ceremonies, reenactments, commemorations or anniversaries of historical events
- Conservation and preservation of historical materials such as manuscripts, books, costumes, furniture, photographs and other visuals of historic importance
- Microfilming and the production of finding aids to collections

- CD-Roms
- Newspaper microfilming, under special circumstances  
The Commission will accept applications for newspaper microfilming if the applicant demonstrates that the newspaper was *not* included in the joint microfilming project conducted by the New Jersey State Archives (Department of State) and Rutgers University Libraries, and funded by the National Endowment for the Humanities and the Historical Commission. Contact New Jersey State Archives, PO Box 307, Trenton, NJ 08625, at (609) 292-6260.

**The following activities are not eligible for funding:**

- Projects that do not relate to New Jersey history
- Project work completed before the submission of the application. For example, a request to typeset and print a completed manuscript is eligible; a request to pay the author who produced the manuscript, after the manuscript has already been written, is not.
- Restoration or preservation of structures
- Purchase of collections, furniture, costumes, artifacts or other items for collections
- Construction, restoration, preservation of commemorative statues, plaques, and other items
- Projects of federal or state government agencies
- Conservation of materials owned by the federal government
- Conservation of collections of unidentified photographs
- Projects that are not accessible to the general public
- Performances
- Publication of coloring books, cookbooks and calendars
- Genealogical projects such as family genealogies (unless applicants can demonstrate the usefulness of the genealogical projects to the understanding of New Jersey history)
- Videotaping or audiotaping of public programs or oral history interviews without the production of transcripts. Copies of the transcripts must be accessible to the public and one copy must be filed with the Historical Commission

**The following groups, organizations, or individuals may not apply for funding:**

- Agencies of the federal or state government.
- Organizations/individuals who have received a grant from the Historical Commission and failed to submit a final report on the project.
- Organizations/individuals engaged in an active project funded by the Historical Commission. There are two exceptions:
  - a) If the organization has an annual operating budget of \$500,000 or more, it is acceptable for a division, which does not have an active grant, to apply even if another division has an active grant;
  - b) An organization that has a general operating support grant may also apply for one minigrant or a grant under Special Projects, or Research, Publications and Media.

**Multivear grants**

Projects may be eligible for up to three grants depending on their merits. The applicant must demonstrate that additional funds will be productive.

Additional funding is within the discretion of the Historical Commission and will be subject to state appropriation. It will also depend on competition, available grant money, and the merits of the new application. Initial funding does not guarantee additional grants. In exceptional cases, if compelling arguments are presented, applicants may receive more than one year of funding at a time – up to three years – depending on funding for the Commission’s grant program in the two subsequent years. Funding for the second and third years of such projects cannot be guaranteed.

**Deadlines**

All applications must be postmarked by the deadline date. If the deadline falls on a holiday or a Sunday, the application must be postmarked by the date of the next workday. Late applications will not be reviewed.

**Special Concerns**

The Commission especially encourages the following types of projects:

*Afro-American History*

The history of Afro-Americans in New Jersey and, in particular, projects about the history of the Underground Railroad in New Jersey.

*Digital Educational Media*

Digital media as CD-ROMs or web pages that present New Jersey history topics in innovative or challenging ways to either students or the general public.

*High-School History Courses*

Production of curriculum units to satisfy the New Jersey law and the Core Curriculum Standards that

require the incorporation of New Jersey history into the curriculum in grades K through 12. Projects should be aimed at integrating New Jersey content into American history units.

*Oral History and Archival Collection Projects of Post-World War II Immigrant Groups*

Archival collection and oral history projects by organizations that represent ethnic groups that have come to the state since World War II.

*Preservation and Increased Utilization of Historical Visuals*

Projects that preserve photographs, postcards, paintings, and other visuals of historical importance or make use of them in publication, exhibitions, or educational projects.

*Research Projects of College Undergraduates*

Up to \$2,000 for undergraduates for research projects on any topic in New Jersey history.

## **The Review Process for Special Projects Grants & for Research, Publications and Media Grants**

A review committee composed of experts on New Jersey history and independent of the Historical Commission evaluates all applications (except applications for minigrants) and makes recommendations to the Commission's standing Committee on Grants, Prizes and Awards. The committee approves or modifies the recommendations and presents them to the Commission, which makes all final decisions. Grants are awarded based on available funding as well as the merit of the individual application.

Staff, panelists and Commission members adhere to the state guidelines on ethical standards. They abstain from commenting or voting if they have:

1. Any recent relationships, financial or otherwise, with the applicant organization or any persons connected with the proposal; or
2. Played a meaningful role in the development of the project.

The application will be evaluated on how well the following questions are answered:

- a) What New Jersey history content does the proposal contain?
- b) Does the proposal demonstrate that the applicant knows the topic and is familiar with resources for its study or presentation?
- c) Is the work plan clear? Has the applicant described the project's purpose and its product? Has the applicant shown how and where activities will take place? Is the schedule of activities appropriate and timely?
- d) Is the budget clear? Does it identify the expenditures that are to be covered by grant funds? Are these expenditures permissible? Are they relevant to the narrative?
- e) Is the publicity plan adequate? How will the audience learn about the project?
- f) Are the project personnel appropriately qualified?
- g) Does the proposal identify the audience that is to be served and explain how that audience will benefit from the project? How will the audience learn about the project?

## **Notification**

Applicants will be notified of the success or failure of their application by letter. The Historical Commission may award a grant or a grant with conditions, or the Commission may suggest a revised resubmission at a later date. An invitation to revise and resubmit does not guarantee a grant.

## **Obligations of Grantee**

### **Payment of grants**

Shortly after receipt of the notification letter, grant recipients will receive a packet containing a contract and other paperwork to be signed detailing the program requirements and grantee obligations. Grantees will receive 80% of the funds early in the grant period. The remaining 20% will be awarded after the Commission receives a final report.

### **Program evaluation**

For a public program (an exhibition, conference, symposium, etc.), the applicant must provide a written evaluation of the project by a recognized expert in the field, approved by the Commission. The Commission staff can recommend an evaluator. Grant funds may be used to pay the evaluator up to \$100 as a fee and up to \$100 for expenses. The evaluator should send one copy of the evaluation to the Commission and one copy to the applicant.

### **Project Products**

Any product of the project must be available to the public. Product refers to such items as books, articles, finding aids, software, oral history transcripts, media productions, walking or driving tour materials, conference brochures or publicity, exhibition catalogues or publicity, or curriculum materials. The Commission will transfer microfilms and oral history transcripts to the New Jersey State Archives. It will keep other materials or transfer them to suitable places at its discretion. Applicants must:

1. Provide one copy of any product other than microfilm to the Historical Commission. (For microfilm, see item 3, below.)
2. Deposit another copy of the product with a member library of the New Jersey Library Network. That library must agree to make its possession of the product known through the state database and to make the product available to the public through interlibrary loan, on-site use, or other means. The Network is a voluntary organization of all types of libraries funded by the State of New Jersey to provide state residents with equal access to library services and materials.
3. Submit the master and print negatives of microfilm products to the Commission, who will transfer them to the State Archives for permanent storage in the State Records Center's microfilm vault. This ensures that the microfilm will be preserved and that the public will have access to it. The State Archives may make service copies for patron use. A service copy must be deposited with a member of the New Jersey Library Network.

### **Acknowledgement of Commission Support**

All grantees are required to acknowledge Commission support of their projects in all published products (books, news releases, conference brochures, etc). Acknowledgement must read as follows: **“This project was assisted by a grant from the New Jersey Historical Commission, a division of Cultural Affairs in the Department of State.”**

### **Final report**

Grantees must file a final report within 30 days of the completion of the project. The final report must include

a financial account and a written description of the project with the sequence of events and its results.

Use the final report form provided in this booklet. Expenditures must be shown with receipts when possible. If the project has a tangible product (such as a book, film, videotape, transcript, article, conference paper, set of slides, or group of curriculum materials), a copy of that product must be submitted with the final report. The second payment of the grant will not be sent before receipt of the completed final report. Grant recipients are not eligible for further grant support without the submission of a final report. Grant recipients who fail to file an acceptable final report may be required to return the entire amount of the grant.

### **Tax Liability**

The U. S. Internal Revenue Service has declined to rule on the tax liability of individuals (that is, of persons as opposed to institutions) who receive Historical Commission grants. The IRS may regard such grants or portions of them as taxable income unless the grantee can show proof to have not benefited personally from the money. All grantees should consult their accountants or the IRS on this question.

## Special Projects Proposals

Support is restricted to organizations, except for educational projects, for which individuals may apply. This program provides funding for

- Conservation of manuscripts, books, costumes, and historical paintings
- Educational initiatives (such as development of curriculums, web sites, teacher training, or distance learning) aimed at children or adults
- Exhibitions (research, design and fabrication)
- Public programs, conferences, symposia

Organizations should apply for special project funding for activities such as conservation of manuscripts, books, costumes, and historical paintings; educational initiatives for children or adults, such as development of curriculums, CD-Roms, web sites, teacher training, and distance learning; research, design or mounting of an exhibition; or mounting a conference, seminar or other public historical program. Applications for general support, such as support or partial support of staff members working on archival processing, organizing historical programs, working as exhibition curators, or similar activities, or support for the purchase of environmental or other equipment, should be directed to the Operating Support Program.

## Conservation Proposals

Proposals must:

1. Conserve or preserve (with microfilming or other appropriate treatment) historical materials such as manuscript collections; books; photographs, postcards, paintings and other visuals of historic importance; costumes; or furniture.
2. Organize or describe these materials by archival processing or the production of finding aids (catalogues, inventories, etc.). Salary support for temporary archival personnel and the purchase of appropriate materials to achieve this (archival folders, boxes, etc.) are permissible expenses. These archival materials must meet professional standards.

Applicants must describe the object or collection in detail, and explain how it has importance for the understanding and interpretation of New Jersey history. Explain the historical importance of the material. In addition, describe its physical condition, outline the steps necessary to preserve it, explain how it will be protected, and describe public access.

Projects are not eligible for support if the purpose is to conserve unidentified objects or collections, or materials that are not accessible to the public.

**Note:** the storage areas must protect the materials from fire, flood and water damage, maintain stable temperature and relative humidity levels and, if necessary, contain air filtration or purification systems to keep out contaminated air. If the organization has inadequate facilities, indicate plans for improving them. Applicants may apply for funds to support the purchase of appropriate equipment to do this under the Operating Support Program. This equipment must meet professional standards. Consult with the Commission staff if you have questions regarding appropriate standards.



Applications for microfilming support or for funds to preserve, stabilize or conserve collections of photographs, postcards, paintings, paper, furniture, textiles, etc., must demonstrate that the work and storage conditions will adhere to professional standards.

Estimate the cost of microfilming projects before contacting a potential vendor. Cost may vary from \$.15 to \$.20 per page of material to be microfilmed, depending on the difficulty of the job. This will produce a master negative, a print negative (both to be deposited with the State Archives through the Commission), and two service copies – one to be deposited with a member of the State Library Network and one for use by the organization. It will cost approximately between \$1,500 and \$2,000 to microfilm 10,000 pages of material. For each additional service copy, add \$.01 per page to the estimate.

**For the specific standards for microform and photographic projects, see the Standards section.**

If the material to be conserved consists of paper (manuscripts, books, maps, postcards, photographs, etc.), a professional assessment must be made of the conservation needs of the materials. Unless you can demonstrate that you are professionally qualified to conduct this assessment yourself or that you have arranged for a professional assessment from some other source, you will need to apply for a CAPES (Caucus Archival Projects Evaluation Service) survey. This survey will assess the physical state of the materials and recommend steps to preserve or repair them. After the survey is finished, apply for a grant to carry out the survey's recommendations. A description of the service and the application instructions are on pp. 36-37.

CAPES surveys are available at no charge. There are also many professional sources for the evaluation of paper and other materials. For more information, contact the Commission at (609) 292-6062.

## **Education Proposals**

You may request support for the development of curriculum materials, instructional strategies, or distance learning (computer-based instruction, either e-mail or web site). The Commission encourages projects that put school systems and their teachers, librarians, or students in cooperative relations with historical organizations.

Explain clearly how the curriculum materials, instructional strategies, or distance learning will help students learn about New Jersey history, its people, institutions, or localities or understand them in relation to broader trends in United States and/or world history.

## **Curriculum Materials**

Proposals for the development of curriculum materials should include:

1. Summary of the materials to be developed, identifying the format (e.g., software, original print document, audiovisual production, compilation of existing documents with an edited introduction, etc.).
2. Description of the audience for the materials.
3. Description of the curricular benefits to be gained by developing and using the materials.

4. Description of the need for these materials which explains how they will fill a gap in the existing literature on New Jersey history or culture and shows that they will not duplicate existing curriculum materials.
5. Plan for evaluation of the materials once they have been employed in classroom instruction.

### **Instructional Strategies**

Proposals for the development of instructional strategies should include:

- a) Description of the strategy or strategies. Sample strategies include field trips (with the restrictions noted on page 27), oral history interviewing, historical reenactments, docent training and practice, museum curator training and practice, conservation and preservation training and practice. The description must explain how the project will contribute to the learning of New Jersey history and culture in ways that cannot be carried out through existing use of school district funds and resources.
- b) List of the intended learning goals that are embedded in the use of the strategies.
- c) Explanation of how the project will involve community or statewide resources pertaining to the history and culture of New Jersey.
- d) Description of a plan for the evaluation of student achievement and learning through involvement in the strategies.

### **Computer-Based Instruction**

Proposals must include:

- a) Detailed syllabus or plan for the course or resource delineating all of the activities and work.
- b) Full discussion of the interactive component.
- c) Discussion of what needs are addressed that cannot be met by a conventional course.
- d) Detailed evaluation plan.

### **Exhibition Proposals**

- a) Applicants may apply for funds to support research, design, fabrication, and the payment of loan fees and shipping costs for an exhibition.
- b) An exhibition research proposal should include an explanation of the purpose and subject of the exhibition, its major themes, and the research to be done.

- c) A design or scriptwriting request should include an explanation of the purpose and subject of the exhibit, a description of its audience, an outline of its main sections, a list of objects to be displayed, photocopies of pictures of some of the objects, and documentation, if possible, of previous exhibits.
- d) A fabrication expense request should include an explanation of the subject of the exhibit, an outline of the main sections, a checklist of objects to be displayed, photocopies of pictures of some of the objects, a draft of the script, a floor plan and some elevations (or their equivalent if the institution is small), information on the materials to be used in the presentation of the objects, documentation if possible of previous exhibits, and a publicity plan.
- e) Applicants should include in their project the production of a permanent record of the exhibition, such as a catalogue. The application may include a request for funding to research, write or publish the catalogue. A copy must be submitted as part of the final report.

**Note: The Commission will not fund an exhibition that merely displays objects without providing a historical context for them.**

### **Public Programs Proposals**

The proposal narrative for a public program (conference, symposium, lecture series, etc.) must summarize the overall program topic and the ways the program will increase the public's knowledge of New Jersey history. It must summarize the individual speakers presentations and demonstrate that each is qualified to discuss his or her topic. Include a brief resume for each participant. Define the potential audience, outline the publicity plan, and describe the program site (location, capacity, access, etc.).

## Research, Publications, and Media Proposals

- Both individuals and organizations may apply for funds to support research and writing, publications, and most media projects. Digital media projects are an exception for which only institutions and organizations may apply.
- Individuals may apply for fellowship support for major research projects on New Jersey history.
- Repositories may apply for funds to grant to individual historians who wish to use their collections.

### **Research Proposals (\$3,000 - \$9,000)**

Research and writing proposals (\$3,000 - \$9,000) cover a wide range of activities: research leading to a book, article, dissertation, or media production; nominations to the State or National Registers of Historic Places; archaeological investigations; oral history projects; and other projects.

For a research or writing grant, applicants must fully describe the work to be done with the funds. Applicants must assess the major secondary literature on the subject (if there is any), identify where the research will be done, and list and describe the collections of primary historical materials to be used.

Applicants must demonstrate familiarity with the research materials for their topic, but the Commission recognizes that their research may uncover new materials unknown at the beginning of the project.

Explain how the work will add to the body of knowledge about the history of New Jersey and how the results of the research will be presented or distributed to the public.

### ***Archaeology***

Archaeological projects must be conducted by personnel who are fully qualified by professional training or experience and can demonstrate their competence to the Commission's satisfaction. Written permission from the site owner must be included with the application.

### ***National Register***

If the project is to prepare a National Register nomination, the proposal must also include some method for presenting the results of the project to the public. A portion of the grant may be budgeted for this purpose.

### ***Oral History***

An oral history project is first and foremost a research project. It requires careful planning and execution. Unfocused recording of reminiscences **does not** qualify as oral history. Present an argument for using this method of research and why it is important to interview the individuals selected on the identified topics. The age of the person being interviewed is not necessarily a good argument for an interview.

Begin by discussing how the selected interviewees will contribute to the overall research. A good oral history project does not substitute for other types of historical research; it builds on them. Describe the project's goals, necessary research to prepare for the interviews, who will be interviewed and why, and subjects or themes to be covered in the interviews. Provide a detailed outline of the topics to be covered.

Unless the oral history project is a small part of a larger project, such as a classroom project, include transcription costs in the budget, arrange for legal releases so that others may use the transcripts, and discuss the arrangements to be made for the deposit of the transcripts in a suitable repository (see *Program Products*).

Applicants should adhere to the principles on oral history projects outlined in the Statement on Interviewing for Historical Documentation in the American Historical Association's *Statements on Standards of Professional Conduct* found in the Standards section.

## **Fellowships**

### *Samuel Smith Fellowships for Research in New Jersey History (\$9,000-\$12,000)*

The Commission offers a limited number of research fellowships (\$9,000-\$12,000) for major research projects in New Jersey history, including doctoral dissertations and monographs. Applicants for these fellowships must adhere to the same requirements as those described under *Research Proposals*.

### *Repository Fellowships (up to \$10,000)*

The Commission will award up to \$10,000 to libraries, historical societies, museums, etc., to encourage the use of their collections for research in New Jersey history. Grant periods may be from one to three years. Amounts granted to individual scholars are at the repository's discretion. Proposals must include a description of the applicant's collections, the overall research purpose the awards will serve for the applicant, a detailed plan for advertising the availability of the funds, and criteria for determining grant recipients. Applicant repositories need not be located in New Jersey.

## **Editorial and Publication Proposals (\$3,000 to \$15,000)**

Applicants may apply for a grant (\$3,000 - \$15,000) to help write, compile, edit, or publish a book. The book may be either an original work or a reprint, anthology, compilation, or other new publication of existing material. Evidence of the publication rights must be included in the proposal.

Works that interpret New Jersey's past as well as narrate it usually receive the most favorable consideration. An interpretive history discusses the reasons why New Jersey residents acted as they did, or the historical forces that affected particular events. The Commission encourages the publication of works that not only describe sequential events but also explains the how and why and links local and New Jersey history to the history of the United States as a whole.

The Commission strongly recommends printing publications on archival quality paper (paper that meets the national standard ANSI.Z39.48).

Books should be indexed. The application budget may include funds for indexing.

NOTE: The Commission does not hold the copyright to materials produced with grant funds.

## **Editorial Proposals**

For incomplete manuscripts, do not request funds for publication (typesetting, printing, and binding). Instead, request funds to help complete the research, writing, or editing, or to hire typing, substantive editing, copyediting, and other services.

Applicants seeking funds to edit a work or hire an editor, must include with the proposal a copy of the material to be edited. **Do not send the only copy of a manuscript, or originals of any photographs.** The project description must also include a detailed plan showing how the material will be organized into a book. Applicants who receive an editorial grant may apply for publication funds after the manuscript is completed.

### **Publication Proposals**

To be considered for funds to publish a book, submit one typed, double-spaced copy of the **completed** manuscript with the application. **Do not send the only copy of a manuscript or originals of any photographs.** This copy must contain all of the main text, including whatever scholarly apparatus and bibliography the work will have. It need not contain front matter, index, or other material that cannot be finished until the production process is under way.

If the work is a photographic history, send one copy of the entire text and photocopies of representative photographs from the book. In the project narrative, be sure to explain fully what the photographs portray and how they will be incorporated within the text to relate the history intended for publication.

Any publication proposal must include production bids from three vendors, showing the total cost for typesetting, printing, and binding. **All bids must be to the same specifications.** In addition to the vendors' bids, submit a copy of the bid sheet provided in the back of this booklet for each vendor (photocopy extra copies). Because the form is quite technical, the vendor should help complete a form. Grant recipients must contract with the lowest bidder unless they are able to show compelling reasons for hiring a higher bidder (this stipulation does not apply to university presses or other full-time publishers which have established production departments).

### **Media Proposals (\$3,000 - \$20,000)**

#### ***Digital***

Only institutions and organizations may apply for digital media proposals (web pages, CD-ROMs). All projects must have educational and/or research value. A project that consists solely of basic information such as location and hours of operation will not be competitive. A web site design may include items such as events calendars, program schedules, hours of operation, links to other sites, digitized maps, historical documents, or activities for teachers, students, or other page visitors. A CD-ROM project might include items such as historical documents, reference works, and illustrations. Submit a list, description, or samples of the material to be digitized. Allowable expenses may include historical research, professional design, software purchases, and Internet access fees. Organizations must show 1) that their commitment to maintain the site will continue after the grant has expired; 2) a publicity plan, and; 3) for CD-ROMs, a marketing plan.

#### ***Radio, Film and Videotape***

For requests for funds to produce a radio program, film or a videotape, submit one copy of the **completed** script or detailed treatment and a **sample of your work on audiotape or videotape (VHS only)** with the application. **Do not send your only copy of an audiotape, videotape or film.**

In requesting funds to prepare a script, do not ask for money for radio, film or video production. In the project narrative describe the radio program, film or videotape in detail and explain what resources will be used to produce the script.

Grantees who have received a grant to prepare a script, may then apply for radio, film or video production funds after the script is finished.

## **The Application Package for Special Projects Grants & for Research, Publications and Media Grants**

Proposals must be typed. **Applications that are faxed or e-mailed will not be accepted.** If more convenient, applicants may reproduce the application and budget forms in the booklet by computer, but the reproduction must be exact. The application must include the original and seven copies of the following. (See *Research, Publications & Media*, pp. 20-23, for additional required material for these projects.)

### **The Application**

Only complete applications will be reviewed. A complete application consists of the following elements:

- Checklist (form provided)
- Application (form provided)
- Narrative (created by applicant)
- Financial information (forms provided)
- Required support materials
  - a) Resumes of key staff -- paid or volunteer (3-page limit)
- Other support material (ten-item limit) such as brochures, catalogues, study guides, publications, strategic plans and studies, and other items that illustrate the operation and program and that support claims made in the narrative

### **Please Note**

Do not submit originals of any support materials (copies only). If you have any questions about the suitability of materials you are considering as support, contact the Commission Office.

### **Application Specifications**

Applicants must provide the original and seven copies of a complete application as described above. All narratives must be typed with no smaller than 10-pt type and with a minimum of 1" margins on four sides. Pages must be numbered in the lower-right corner.

### **Checklist**

A checklist is provided to help groups ensure the inclusion of all the elements of a complete application. The checklist must be signed and submitted as page 1.

### **Application Form**

The application form contains essential information about the applicant organization or individual, space in which to compose a 200-word or less statement describing the individual's project or organizational mission, the audience, and potential benefits of receiving a grant. It also provides space for the signatures of the official representatives of the organizational applicant. The signatures certify that the contents of the application are true and accurate, that the application has been approved by the board, and that the organization will abide by all terms and conditions of a grant award should it become a recipient.



### **Project summary**

Applicants must provide a summary or outline description of the project that clearly defines it for the reviewers. This brief statement does not in any way replace the lengthier narrative discussed below.

### **Specifying a grant period**

Specify a grant period that begins when the project is started and ends with the submission of the final report. (**Note: Grant funds may not be used to pay for project activities carried out before the beginning of the grant period.**)

The grant period may *not* begin before the grant deadline and it may not begin before notification. Grants are usually given for one year, but longer or shorter periods are permitted. Define the grant period in the appropriate space on the application form. Remember to include time for preparing the final report after completion of the project.

### **Narrative**

The narrative is the heart of the application. Applicants should assume that the reader knows nothing about the organization, and therefore must become totally informed. Still, it is to one's advantage to be succinct. Please bear in mind when crafting the narrative the evaluation criteria against which the application will be measured. Section headings are recommended. Avoid extraneous discussions, hyperbole and all manner of claim that can not be authoritatively substantiated.

- a) Describe the nature and purpose of the project. What is it? What will it produce? How does it meet the basic criteria?
- b) Projects concerning local history should be placed in the broader context of New Jersey history, demonstrate a broader significance or have the potential to serve as a model for other local history projects.
- c) Provide sufficient information to demonstrate a comprehensive understanding of the history of the subject and the chosen topic prior to undertaking the project.
- d) Explain in detail how the project will be implemented and describe the strategies to complete the project. Include a schedule of project activities.
- e) Describe the qualifications of the individuals who are responsible for the project. Be sure to submit their resumes (no more than three pages per person) and demonstrate how they are qualified by education or experience to do this work.
- f) Explain how the public will benefit from this project. Describe the audience and strategies for reaching the audience. Include a summary of the promotion/communications plan.
- g) Explain how the grant funds will be used. Describe the cost of every activity and revenue source that will be itemized on the budget form.

### **Budget**

Use the budget form or a facsimile of it. Use additional sheets if necessary. Explain the budget and provide detail in a narrative.

### **Allowable Expenditures**

- Microfilming.
- Travel and/or maintenance while conducting research.
- Wages or stipends for project personnel, such as conservators, guest curators, educational consultants, and researchers.
- No consultant (individual or firm) may receive more than \$10,000 in Historical Commission grant funds in a single fiscal year (July 1 - June 30).
- Honoraria, travel, and maintenance for speakers.
- Supplies to be used in the project (such as audiotapes, videotapes, storage materials, office supplies, and materials for educational projects).
- Materials for fabricating and installing exhibitions.
- Archival folders, boxes and other materials for conservation of historical materials such as manuscripts, books, costumes, and photographs.
- Typesetting, printing, and binding.
- Photography and photocopying.
- Production of promotional or advertising materials.
- Equipment rental.
- Equipment purchases with the following restrictions: Only institutions and organizations may use grant funds to purchase major items, such as computers or cameras. All grant recipients, however, may use grant funds to purchase items such as inexpensive tape recorders and computer software.
- The following expenses may be charged to a grant:
  - Automobile travel: \$.25 per mile
  - Train or airplane fares (coach only; not first class)
  - Food and accommodations: up to \$100 per day
- Grant funds may be included to pay speakers' honoraria in the following amounts:
  - Keynote speaker, up to \$750
  - Main speaker, up to \$500
  - Chairperson or moderator, up to \$150
  - Panelist, up to \$125

*Additional NJHC funds for higher honoraria may be requested if you can demonstrate the speaker's unusual merits.*

### **Ineligible Expenses**

Purchase of items for collections.

Purchase of books or prepackaged instructional materials unless the applicant can demonstrate that such expenditures are warranted.

Purchase of refreshments for the project's audience. But a modest admission fee may be charged to help cover the expenses of the project.

Field trips if that is the only component of the project.

Retroactive funding. For example, an exhibition proposal may not include a request for funding for exhibition research completed before the submission of the application.

### **Operating Expenses for Individual Special Projects**

Organizations that are not eligible for operating support grants (e.g., organizations whose primary mission does not relate to New Jersey history) may apply for a limited amount of funding for expenses of for individual special projects. These types of expenses for individual projects would include all of the expenses allowable under the General Operating Support program. These expenses must relate directly to the project for which you are seeking assistance and **may not exceed** 25 percent of the total request.

### **Matching Requirements**

Organizations with annual operating budgets of at least \$500,000 (and all divisions of such organizations) are expected to show a match equal to 50% of the grant request. Agencies unable to do this may appeal to the Commission grants officer. The match need not be in cash; it may include categories such as the value of volunteer time, donated equipment or supplies, donated storage, exhibition or office space, or other donated services.

## *How to Apply for* **General Operating Support Grants**

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General operating support grants are awarded on a competitive basis to those historical organizations demonstrating high-quality work, operations and public benefit in order to:

- help strengthen and further develop existing New Jersey history programs and operations as well as initiate new programs.
- improve management and interpretation of historic sites and collections of historical artifacts and materials.
- expand public understanding and awareness of historic resources.
- increase public and organization participation in programs and activities.
- increase the body and quality of information on New Jersey available to the public.

### **Eligibility**

To be eligible to apply an organization must:

- be a not-for-profit corporation or government (municipal or county) agency, commission, or other organization
- be based in New Jersey.
- be governed by a board responsible for the programs and policies of the organization.
- have a clearly stated and prominent mission of service to the promotion, preservation, research, interpretation or public presentation of New Jersey history.
- have a three-year track record of providing programs and services to the public that fulfill that mission.

Eligible applicants include a wide variety of types of organizations, both public and private; and, while the mission of the organization may not exclusively focus on New Jersey history, it is essential that applicants demonstrate the existence of and a commitment to both a historical mission and a viable program of public service to New Jersey history. Such organizations include libraries, museums, and cultural and heritage agencies (see Special Requirements, p. 34).

Ineligible organizations include:

- Units of state or federal government;
- Organizations previously funded through NJ Historical Commission programs that failed to provide a final report for the grant-funded activity

Officially designated County Cultural and Heritage agencies may apply for funding that supports their historical programs and operations **and** for funding to regrant for operating support purposes locally (see Special Requirements, p. 34).

If an interested party has any question regarding eligibility, please contact the NJ Historical Commission.

## **Evaluation Criteria**

All applications will be evaluated in the context of the applicant's mission and against the following criteria:

- Quality of New Jersey history programs and services.
- Quality of governance, management, available human resources and operations.
- Financial soundness, accountability and breadth of support.
- Clarity of mission and long-term goals.
- Public benefit and community service and interest.
- Commitment to promoting education in and awareness and appreciation of New Jersey history and making it accessible to the community.
- Fulfillment of the Commission's priorities.

## **Priorities**

The Commission maintains the following priorities and seeks applications that will help fulfill them:

- increase the body of knowledge about the history of the state and its diverse peoples, communities and localities.
- preserve the materials for its study and the sites for New Jersey history's public interpretation and presentation.
- expand the number and diversity of persons who learn about, participate in and value New Jersey history.
- contribute to lasting improvement of the conditions for the study and presentation of New Jersey history.

## **Process**

*Letter of Intent:* All prospective applicants will file a letter of intent (form provided) that conveys basic information on the organization and the proposed purposes of grant funds. This will be used to determine general basic eligibility and to offer guidance in developing the application.

*Application Review:* All applications received by the deadline will be reviewed by staff for their completeness (incomplete applications will not be forwarded for review) and will then be distributed to independent evaluation panels composed of individuals expert in the respective fields of state and local history research, preservation, conservation, interpretation and public presentation. Panels will evaluate all proposals against the stated criteria and achieve consensus on the merits of each. Panelists will make recommendations to the Commission's Committee on Grants, Prizes, and Awards. The recommendations of the Committee will be forwarded to the NJ Historical Commission for its review and action. Awards will be voted on in public session.

*Ethical Standards:* Staff, panelists and Commission members adhere to the state guidelines on ethical standards. They abstain from commenting or voting if they have:

- 1) Any recent relationship, financial or otherwise, with the applicant organization or any persons connected with the proposal; or
- 2) Played a meaningful role in the development of the project.

*Notification:* Applicants will be formally notified of the decisions of the Commission. Awards may come with specific conditions set forth by the commission and explained in its award letter and contract.

*Payment:* All grantees will be issued a contract for the award. Upon execution of the contract, up to 80% of the grant may be processed. The remaining 20% will be retained until such time as the grantee files a satisfactory final report (forms provided). Grantees will be expected to abide by all applicable state and federal laws and to maintain good standing with all other state and federal filings that are required of the organization.

*Final Report:* Grantees must file a final report within 30 days of the completion of the grant period. The final report must include a financial account and a narrative discussing the uses made of the grant funds and how the funds supported the activities described in the application. Grant recipients are not eligible for further grant support without the submission of a final report. Grant recipients who fail to file an acceptable final report may be required to return the entire amount of the grant.

*Credit:* Throughout the grant period, grantees must provide proper crediting of the Historical Commission, the Department of State and the State of New Jersey in their publicity as follows: **“The (name of organization) received an operating support grant in 2000 from the New Jersey Historical Commission, a division of Cultural Affairs in the Department of State.”**

*Audits:* Grantees may be required to submit audits or other independently corroborated reviews of their finances for the grant period, specifications for which will be set forth in the grant contract.

The decisions of the Commission are final and may not be appealed.

## **Deadlines**

<b>Letter of Intent:</b>	postmarked no later than <b>February 1, 2000</b>
<b>Application:</b>	postmarked no later than <b>February 15, 2000</b>
<b>Notification of Award:</b>	approximately <b>May 1, 2000</b>

## **Maximum Requests and Matching Requirements**

- Up to \$10,000 for organizations with annual budgets of \$30,000 and less
- For organizations with budgets exceeding \$30,000., the maximum grant request is 33 percent (1/3) of the organization’s total projected non-State of New Jersey operating income for the fiscal year in which the grant funds will be received.

*Match:* Organizations with budgets exceeding \$30,000 must show a match. For every dollar awarded, the grantee must match it with two dollars derived from other non-state of New Jersey sources (2:1).

## **Eligible Expenses**

General Operating Support grants help underwrite virtually all operating aspects of the organization and are not necessarily applied to any one aspect or program or service or expense. What constitutes eligible operating expenses for which Commission grant funds may be expended are those normally associated with operations less certain specific

exclusions. The forms provided with this application categorize those expenses and include such things as:

- Salaries and wages
- Contracted services/outside fees and services
- Printing, publicity
- Postage
- Telephone
- Utilities
- Marketing
- Staff training
- Lease expenses
- Equipment purchase, installation, and lease
- Maintenance of collections and the interiors of structures
- Travel and transportation
- Insurance and audit expense
- Planning for compliance with the Americans with Disabilities Act

The Commission's general operating support grant may **not** be expended on any of the following:

- Capital improvement (including buildings and maintenance of grounds and exteriors)
- Acquisitions (including artifacts and collections)
- Hospitality
- Non-educational fundraising events
- Deficits and debt service
- Preparation of grant applications
- Retroactive funding

## **The Application Package for General Operating Support Grants**

Only complete applications will be reviewed. A complete application consists of the following elements:

- Checklist (form provided)
- Application (form provided)
- Narrative (created by applicant)
- List of board members
- Financial information (forms provided)
- Required support materials
  - a) Resumes of key staff — paid or volunteer (3-page limit)
  - b) For applicants with budgets exceeding \$100,000, an audit is required for the most recently completed year
  - c) For applicants with budgets below \$100,000, a financial statement for the most recently completed year signed by board treasurer and chief executive officer is required
- Other support material (ten-item limit) such as brochures, catalogues, study guides, publications, strategic plans and studies, and other items that illustrate the operation and program and that support claims made in the narrative

### **Please Note**

Do not submit originals of any support materials (copies only). If you have any questions about the suitability of materials you are considering as support, contact the Commission Office.

### **Application Specifications**

Applicants must provide the original and seven copies of a complete application as described above. All narratives must be typed with no smaller than 10-pt type and with a minimum of 1” margins on four sides. Pages must be numbered in the lower-right corner.

### **Checklist**

A checklist is provided to help groups ensure the inclusion of all the elements of a complete application. The checklist must be signed and submitted as page 1.

### **Application Form**

The application form contains essential information about the applicant organization, space in which to compose a 200-word or less statement of organizational mission, audience and potential benefits of receiving a grant; as well as the signatures of the official representatives of the organization certifying that the contents of the application are true and accurate, that the application has been approved by the board and that the organization will abide by all terms and conditions of a grant award should it become a recipient.



## **The Narrative**

The narrative is the heart of the application. Applicants should assume that the reader knows nothing about the organization, and therefore must become totally informed. Still, it is to one's advantage to be succinct. Please bear in mind when crafting the narrative the evaluation criteria against which the application will be measured. Section headings are desirable. Avoid extraneous discussions, hyperbole and all manner of claim that can not be authoritatively substantiated.

The applicant's task is construct a narrative that answers the following questions and provides the following information **in no more than ten pages.**

1. State the mission of the organization and any goals and objectives it has adopted.
2. Provide a brief profile (150 words or less) of the organization (e.g. location, age, size, membership, board, staffing, volunteers, basic programs, and services offered).
3. Describe in fuller detail the essential programs and services of the organization (including collections, exhibitions and public programming) as carried out over the last three years.
4. Describe the human resources of the organizations including:
  - the **board**: how it is formed, how it functions and what its duties are;
  - the **staff**: their experience and skills, their responsibilities, and how they are organized to carry out their work;
  - the **volunteers**: the functions they serve and how they are trained and organized.
  - **how** a grant under this program will help expand, strengthen, and diversify those human resources
5. Describe the demographics of the region from which the current audiences are primarily drawn and then describe the audience that actually attends/participates in the current programs and services in terms of their size, age and other defining characteristics. Describe the methods currently used to attract those audiences. How will a grant under this program help expand and diversify those audiences and what methods will be used to accomplish those tasks?
6. Describe the facilities and structures out of which your organization operates and has custodial and interpretative responsibility. Be sure to detail the proprietary relationships, the authorities and responsibilities regarding their use, development, and maintenance. Are they accessible and in compliance with the specifications set forth in the Americans With Disabilities Act of 1990 and does the organization possess a board-approved ADA Compliance Plan? If so, provide a copy of the plan as support material. If not, what steps are being taken in that regard and how will a grant under this program help the organization become compliant?
7. Describe how the money that currently funds the operation was raised and detail how it is derived and what is its source. How will a grant under this program help broaden and diversify that base of funding and give greater long-term stability to the organization?
8. Describe the vision for the future of the organization and any strategies that have been developed to achieve it. Use this section to speak of long- range planning, marketing and audience development strategies,

innovative programming directions, accessibility/ADA planning, education and cultural diversification efforts, and capital plans. How will funding under this program help the organization reach these planning and programmatic goals?

### **Budgets and Charts**

A chart is provided for the applicant to use in stating its annual operating income and expenses. For purposes of projecting income and expenses on a basis consistent with the grant program, the next fiscal year will be a 14-month year, beginning May 1, 2000, and concluding June 30, 2001.

### **Special Requirements**

Because this program intends to award General Operating Support to organizations that do not necessarily have a mission exclusively focused on history and because it intends to provide this support to officially designated county cultural and heritage agencies for their possible regranteeing to local historical groups, there are special requirements for those applicants.

#### **A. Organizations with a Broad Mission**

Organizations that meet the basic eligibility requirement because their overall mission includes a clear mandate for ongoing programs and services for New Jersey history, must take care in the presentation of their narratives and budgets to address this aspect of the mission only. In particular, this includes museums and libraries.

Only those functions, staffs, plans, activities, funds raised and expended, programs, services and activities that relate to the history aspects of the operation may be presented and considered for support. Successful applicants must be prepared to carefully track and account for the grant funds and their matching funds. In addition, such groups must provide two additional pieces of support material: 1) a complete organizational budget (both income and expenses); and 2) an organizational chart. In the narrative and support materials, it will be important to illustrate and document the degree of commitment of talent and resources to the history functions.

#### **B. County Cultural and Heritage Agencies**

These are agencies that by resolution of the Board of Chosen Freeholders of their respective counties bear responsibilities for promoting understanding and appreciation for local history of their counties. As with organizations with broad missions as cited above, they may seek support for the history and historic preservation aspects of their operations and need to provide the same additional support materials. They may also seek additional funds [up to \$10,000] to regrant to local historical organizations for their general operations. Within the space of an **additional two pages of narrative**, they must address the following:

1. Describe the process that will be employed to seek applications for regrant funding, to evaluate proposals, award funds, and monitor results. Explain how this process will uphold high standards of quality, fairness, inclusiveness and accountability and how conflicts of interest will be prevented.
2. Present a timeline for accomplishing all that is described in question #1.

## Minigrants

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The Historical Commission awards minigrants of up to \$3,000 to assist relatively small and inexpensive projects. Applicants may apply for support for all activities covered by the Commission's grant program **other than general operating support**. With two exceptions, the regular rules and procedures apply to minigrants. The staff reviews all minigrant proposals; the Grants and Prizes Committee and the Commission approve or reject the staff's recommendations.

Please note that Minigrants are reviewed bimonthly in January, March, May, August, October, and December, generally the third week of the month. **For projects that are exhibitions, conferences, lectures, symposiums, or other public programs, applicants must apply at least 75 days before the date of the event.** Applicants will be notified within six weeks of the review date, if possible; the full grant will be sent to the recipient within six weeks of notification.

Applicants whose proposals are not accepted will be informed as to why, and will be able to revise and resubmit their applications.

### *William Livingston Scholars*

The Commission offers college undergraduates special minigrants of up to \$2,000. These special minigrants are available for research projects of undergraduates on any topic in New Jersey history. Each award would include a stipend of 25 percent of the award for the supervising professor. The narrative must explain the role of the supervising professor as well as discuss the project. The review process is identical to that for other minigrants.

### *To Apply for A Minigrant*

- a) The most important step is to read this booklet carefully. **All of the substantive advice on preparing applications outlined in the previous pages applies to minigrant applications as well.** The project must relate to New Jersey history.
- b) Complete the application form in the back of this booklet.
- c) Describe the project in detail: plans for the project, reasons, how it will be accomplished, who the audience is. Detail qualifications of individuals involved in project.
- d) Include a detailed budget for the project. The matching requirements apply to minigrants.
- e) Include resumes for all personnel who will be working on the project. Institutional applicants should include a brief institutional history.
- f) Teachers or representatives of an institution or organization must provide evidence that the project has the full support of the school, organization, or institution.
- g) Send the original only of the application form, letter, and budget.
- h) Include the application checklist.

## **Other Programs**

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### **Caucus Archival Projects Evaluation Service (CAPES)**

A professional assessment of the conservation needs of the materials is required for a conservation grant involving an archival collection of paper items (manuscripts, books, maps, etc.). Caucus Archival Projects Evaluation Service (CAPES) provides professional evaluations of historical collections held by New Jersey archives, libraries, historical societies, and other agencies.

A CAPES evaluation focuses on the applicant institution's collections policy and its methods of appraising materials, accessioning them, and processing them (preparing and arranging items, developing storage systems, and creating descriptions and finding aids), condition surveys and estimates of remedial needs. The New Jersey Caucus of the Mid-Atlantic Regional Archives Conference provides this service with a grant from the Historical Commission. It is available to eligible agencies and organizations without charge.

After the CAPES consultation, applicants will receive a written report including the survey and, if appropriate, recommendations for changes in archival practices and facilities. It may also recommend that the repository receive an additional consultation for the purpose of providing training in archival techniques or assistance in writing grant applications. Applicants may apply to the NJHC for grant funds with which to carry out the recommendations in the CAPES report.

### **Eligibility**

CAPES serves *only* organizations – either public or private – that need consulting assistance to evaluate the archival needs of their collections and which cannot obtain such assistance in a timely manner using their own funds. These collections must be accessible to the general public. The general categories of eligibility (in priority order) follow:

- a) Small county and local historical organizations, such as archives, libraries, and historical societies, which do not have full-time staff.
- b) Small county and local historical agencies with full-time staff but without professional archivists.
- c) Small county and local historical agencies with full-time staff including professional archivists, but without specialists in the collection area.
- d) Small college and university archives and libraries.
- e) Most organizations funded by the state or federal governments are not eligible for the CAPES service; the exception is small colleges and universities, whose eligibility will be determined case by case.

### **To Apply for a CAPES Survey**

Complete the CAPES application form in the back of this booklet and return it to:

### **CAPES**

NJ Historical Commission, PO Box 305, Trenton, NJ 08625-0305

*There is no application deadline; return the completed form when convenient. The NJHC's staff will assess eligibility. Otherwise a CAPES consultant will arrange a visit to your collections. The coordinator of the CAPES program will send copies of the consultant's survey and recommendations to you and to the NJHC.*

*CAPES does not provide evaluations of artifacts.*

If you have questions about the CAPES service or about the application form or process, telephone the Commission, (609) 292-6062.

### **Prizes**

In addition to its grants-in-aid, the Commission sponsors the **Alfred E. Driscoll Dissertation Prize**, the **Mildred Barry Garvin Prize**, and the **Richard P. McCormick Prize for Scholarly Publication**. The Driscoll Prize and the McCormick Prize alternate. The McCormick Prize is offered in odd years; the Driscoll Prize in even years.

The **McCormick Prize** is an award of \$1,000 to the author of an outstanding scholarly book on New Jersey history published during the preceding two years; it will next be awarded in FY 2001.

The **Driscoll Prize** is given for an outstanding doctoral dissertation in New Jersey history. The prize is an award of \$1,000 to the author. Unsuccessful applicants may resubmit their dissertations in subsequent years. Dissertations that have already been accepted for publication are eligible, and their presses may apply for publication assistance. To apply, submit one copy of the dissertation and the nomination form in the back of this booklet by February 15, 2000.

The **Garvin Prize** is an award of \$1,000 to a New Jersey teacher, guidance counselor, or school librarian for outstanding teaching of black American history in kindergarten through high school or outstanding performance in a related activity such as developing curriculum materials. One award annually. Nominations for the 2001 prize must be postmarked by December 1, 2000. Submit the Garvin Prize nomination form in the back of this booklet along with an essay (500 words, typed, double-spaced) describing the nominee's qualifications and showing why he or she should receive the prize. The essay must have three signatures, that of the writer and two seconds. Self-nomination is possible. **For information, contact Giles Wright at the Commission, (609) 292-6062, fax 633-8168, email <gwright@admin.sos.state.nj.us>**

Prize submissions will not be returned, but remain the property of the Historical Commission. If you have any questions about our prize program, write or telephone **Grants and Prizes, NJ Historical Commission, PO Box 305, Trenton, NJ 08625-0305; (609) 292-6062.**

## Other Sources of Grant Support for New Jersey History Projects

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National Historical Publications and Records Commission  
National Archives Building, Room 607  
Washington, DC 20408  
(202) 501-5610

*Aid for projects to manage, preserve and facilitate the use of documentary sources related to United States history.  
See State Historical Records Advisory Board below.*

State Historical Records Advisory Board  
Contact Karl J. Niederer  
New Jersey State Archives  
PO Box 307  
Trenton, NJ 08625  
(609) 292-6260

*The State Board is the central advisory body for historical records planning and for NHPRC funded projects in New Jersey. It serves as the state-level review body for proposals to the NHPRC.*

New Jersey Council for the Humanities  
28 W. State St., 6th Floor  
Trenton, NJ 08608  
(609) 695-4838

*Grants to nonprofit New Jersey groups with projects in the humanities, including history conferences, public programs, teachers' programs, oral history, radio and television programs, publications (finding aids, public documents, commentaries, edited proceedings, biographical dictionaries).*

New Jersey Historic Trust  
PO Box 404  
Trenton, NJ 08625  
(609) 984-0473

*Capitol and planning grants and loans for preservation, improvement, restoration, rehabilitation of historic properties.*

New Jersey State Library  
PO Box 320  
Trenton, NJ 08625  
(609) 984-3282

*Grants for preservation and care of library collections.*

National Endowment for the Humanities  
Old Post Office Building  
1100 Pennsylvania Avenue NW  
Washington, DC 20506

*Grant support for organizations, institutions and individual scholars. Four divisions: Public Programs, Humanities Projects in Libraries and Archives; Research Programs, Reference Materials; Research Programs, Editions and Publication Subvention; and Preservation and Access, Library and Archival Materials.*

# Standards

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## Microfilm

These standards were adapted from the N.J.A.C. 15:3-3.12.

### A. Access to information

1. The records to be filmed must be arranged, identified and described to insure reasonable ease in locating individual documents. The contents description must be filmed at the beginning of the reel (see 2d below).
2. All roll film must have the following targets at the beginning of the reel:
  - a. Density targets;
  - b. National Bureau of Standards' resolution target;
  - c. Technical target listing reduction ratio, camera type, film type, microfilming vendor and organization or agency having custody of the records;
  - d. Title target giving the comprehensive contents listing of the reel.
3. Retakes should be spliced in the appropriate location on the film, not at the beginning or end of the reel.

### B. Quality of film. Microfilming vendors must meet these standards

1. The master negative is the original reel of film produced. Only a safety-base permanent record film with a gelatin-silver halide emulsion, developed to a black and white image and meeting the standards of the American National Standards Institute: PH 1.28, PH 1.29, and PH 1.41, is acceptable for master negatives.
2. Microfilm density measures the degree of background darkness on a roll of negative film. Optimum density varies with the quality of the document filmed, as follows:
  - a) high-contrast documents (bold letters on white paper): 1.00-1.30
  - b) medium contrast (faint text or darkened paper): 0.90-1.10
  - c) low contrast (faint text on colored or darkened paper): 0.80-1.00
3. A density minimum reading taken from the non-image or clear area of the film should not exceed a reading of 0.12 or manufacturer's specifications using automatic retrieval systems.
4. A microscope having a magnification of 50X to 150X with achromatic objectives should be used to read the resolution from the National Bureau of Standards' microcopy resolution test chart. The line direction method should be used in making the determination of resolution. A minimum resolution of 110 lines per millimeter on planetary cameras must be obtained on first generation camera film.
5. Thiosulfate residual content should be tested at least once a week. Only the methylene blue test method is sufficiently reliable to determine archival quality. According to the American National Standards Institute (PH 1.28 of 1973 )the maximum permissible concentration of thiosulfate<sub>2</sub> Ion, S<sub>2</sub> O<sub>3</sub> in micrograms per cm is 1.4.
6. Splices should be kept to a minimum; no more than four splices per roll is acceptable. Heat-weld splicing should be used to splice images in proper sequence within the roll.
7. Film should be inspected for proper contents, density, resolution and for residual thiosulfate. Film should be free of scratches, abrasions, blemishes or other defects.

### C. Storage and duplication

1. Master and print negatives must be turned over to the Historical Commission for transfer to the State Archives for permanent storage in the State Records Center's microfilm vault. A service copy must be deposited with a member of the New Jersey Library Network.
2. Methods of duplication include the use of silver halide, diazo and vesicular film
  - a. Silver halide duplication film is the only duplicating film considered suitable for producing print masters. Both negative and positive copies can be produced. Because silver film scratches easily, it should not be used for producing working copies unless they will be used infrequently.

- b. Working copies may be either diazo or vesicular. Shelf life depends upon use and storage conditions.
  - i. Diazo film will maintain the same polarity as the original master (negative to negative; positive to positive). It wears well under use. Diazo film must not be stored with silver halide film; gas from the diazo film can react with silver and damage the image of silver halide film.
  - ii. Vesicular film is a reversing process film--the polarity of the copy will be reversed to that of the original master (positive to negative, negative to positive). It is less scratch-resistant than diazo film and more scratch-resistant than silver halide.

## **Oral History**

This "Statement on Interviewing for Historical Documentation" is taken from the American Historical Association's *Statement on Standards of Professional Conduct*, adopted May 1989.

Interviewing has become commonplace in historical research focusing on the twentieth century, but unfortunately it is often done and used without proper attention to professional obligations. When they conduct interviews, individual historians too often fail to adhere to the standards now well established in more formal oral history programs and projects. Historians should recognize that in interviewing they are creating historical documents and that entails special responsibilities to ensure future access for both verification and research by others. The AHA's *Statement on Standards of Professional Conduct* (adopted 1987) establishes basic obligations for historians who engage in interviewing:

- Historians should carefully document their findings and thereafter be prepared to make available to others their sources, evidence, and data, including the documentation they develop through interviews
- Since historians must have access to sources--archival and other--in order to produce reliable history, they have a professional obligation to preserve sources and advocate free, open, equal, and nondiscriminatory access to them, and to avoid actions, which might prejudice future access. Historians recognize the appropriateness of some national security and corporate and personal privacy claims but must protect research collections and other historic resources and make those under their control available to other scholars as soon as possible.
- Certain kinds of research and conditions attached to employment or to use of records impose obligations to maintain confidentiality, and oral historians often must make promises to interviewees as conditions for interviews. Scholars should honor any pledges made. At the same time, historians should seek definitions of confidentiality before work begins, press for redefinition when experience demonstrates the unsatisfactory character of established regulations, and advise their readers of the conditions and rules that govern their work. They also have the obligation to decline to make their services available when policies are unnecessarily restrictive.

Recognizing the need for more specific guidelines, the AHA's Professional Division consulted with representatives of the Oral History Association, the Organization of American Historians, and the Society of American Archivists. The following guidelines resulted from that discussion and are drawn from statements adopted by the Oral History Association and the Society for History in the Federal Government:

1. Interviews should be recorded on tape but only after the person to be interviewed has been informed of the mutual rights and responsibilities involved in oral history, such as editing, confidentiality, disposition, and dissemination of all forms of the record. Interviewers should obtain legal releases and document any agreements with interviewees.
2. The interviewer should strive to prompt informative dialogue through challenging and perceptive inquiry, should be grounded in the background and experiences of the person being interviewed, and, if possible, should review the sources relating to the interviewee before conducting the interview.
3. To the extent practicable, interviewers should extend the inquiry beyond their immediate needs to make each interview as complete as possible for the benefit of others.



4. The interviewer should guard against possible social injury to or exploitation of interviewees and should conduct interviews with respect for human dignity.
5. Interviewers should be responsible for proper citation of oral history sources in creative works, including permanent location.
6. Interviewers should arrange to deposit their interviews in an archival repository that is capable of both preserving the interviews and making them available for general research. Additionally, the interviewer should work with the repository in determining the necessary legal arrangements.
7. As teachers, historians are obligated to inform students of their responsibilities in regard to interviewing and to encourage adherence to the guidelines set forth here.

See also *Oral History Evaluation Guidelines*, published by the Oral History Association, and John Neuenschwander's *Oral History and the Law* (Oral History Association Pamphlet No. 1, 1985), which provides sample release forms.

## **Photographic**

These standards were adapted from the Historical Photograph Grant Guidelines of the National Historical Publications and Records Commission.

Applicants may seek funding for two general types of projects:

1. preservation
  - conservation of items or collections
  - climate control improvements
  - purchase of storage supplies
  - creation of preservation or reference images
2. arrangement and description.

The proposal must provide as detailed a description as possible of the collection (number of photographs in collection or subject division, description of subjects covered, dates, geographic areas covered, photographers, where known). Collections of photographs unidentified in any way are not eligible for support.

The relationship, if any, of the photographic collection to the repository's other collections should be described.

The proposal should discuss the current or potential use, such as historical research or exhibitions, of the photograph collection, and the extent of user access (e.g., days/hours of access, security, fees for use or reference copies, availability of viewing equipment, where applicable).

The proposal must describe the current environmental conditions for housing photographs (general protective capabilities--fire, flood, water damage; air filtration system; range of temperature and relative humidity; method of maintaining temperature and relative humidity). An institution with inadequate storage facilities may apply for funding to support improvements (climate control, storage supplies), but it must provide plans for improvement or, until improvements can be made, for acceptable storage facilities elsewhere. All applicants should have a disaster plan in place.

### ***Preservation***

#### **A. Conservation of items or collections**

Applicants may seek funds to support cleaning and repair of original images. Eligible activities include cleaning of surface dirt, fungus, and other foreign matter from original photographs, as well as basic repair. Proposals must describe the techniques to be used. The techniques must be generally accepted as effective and safe for both photographs and personnel. Personnel designated to do the work must have appropriate training. The training must be described in the application. In all cases the proposal must include a discussion of the planned care of the original materials following the conservation work.

#### B. Climate control

Storage areas must protect their contents from fire, flood, and water damage, maintain stable temperature and relative humidity levels and, if necessary, contain air filtration or purification systems to keep out contaminated air. Separate storage of different media (manuscripts, photographs, etc.) is preferable. If separate storage is not feasible, the relative humidity and temperature levels should reflect the best-possible option for the mixture. Applicants may request support for the purchase of appropriate climate control equipment such as humidifiers and air conditioners.

#### C. Storage supplies

Applicants may seek funds to purchase appropriate equipment or storage containers. Storage equipment (shelving and cabinets) should be powder-coated rather than baked enamel; storage containers (envelopes, folders, boxes) should be archival quality. Original and preservation materials must be stored separately from photo-service photonegatives; photoprints from photonegatives; originals apart from copies or duplicates. Photoprints and photonegatives must not be stored in the same envelope or folder.

#### D. Preservation or reference images

For each image processed with grant funds, there should exist by project's end, a preservation image (preferably the original or when necessary an archival quality copy photoprint, copy negative, or duplicate photonegative) and a reference image. Proposals must describe the photographic medium used, the format, the duplicating procedure, and the cost per item.

Polyester-based film should be used for any preservation interpositive or negative work. Acetate film is not an acceptable preservation medium. The original or new preservation copy should be stored under the best possible conditions (cool or cold storage) for maximum life expectancy. Original color images must be stored in the dark in cool or cold storage. Grant funds may not be used to duplicate color photographs except as black and white images.

When producing preservation images from original photonegatives, applicants must choose a current, technically appropriate method of copying or duplication and explain why that method was selected. The processor must use durable and chemically stable materials and adhere to stringent specifications recommended by the American National Standards Institute, Inc. (ANSI). The most recent standards apply.

When possible, original images in good and stable condition should serve as the permanent historical record. Preservation images should not be used as reference images. If original photoprints are deteriorating or in demand, or if the image is available only in negative form, it may be necessary to prepare reference images, either in the form of photoprints or continuous-tone microforms (diaz). (Diaz may be used for reference copies; master negatives and print masters should be silver halide. See Microform Guidelines). The Commission encourages the use of microform for reasons of cost, space utilization, ease of access, and durability.

### ***Arrangement and Description***

Applicants may request funding to support the arrangement and description of photographic collections (narrative or automated). The proposal must explain how the collection's arrangement and description will improve access to the photographs. Where applicable, arrangement systems for original images, preservation copies, and reference images should each be described and their interrelationship explained in detail. In keeping with standard archival practice, applicants should retain the existing arrangement (if any) of original or preservation images and, if necessary, rearrange reference images to improve access. If the original arrangement is not maintained, it should be fully documented before rearrangement.

Proposals requesting funds for narrative description should limit the description to collection, box, or folder level. Proposals should also indicate the extent of identifying information readily available.

Applicants interested in automated description are encouraged to use the Library of Congress's United States Machine-Readable Cataloging (USMARC) formats. The two relevant formats are the Archives and Manuscripts Control (AMC) and Visual Materials (VM) formats. Applicants should specify one format was selected over the other. For example, the AMC format might be selected if the applicant already uses this format to describe and control collections of textual documents. Applicants are encouraged to participate in on-line bibliographic networks, such as OCLC and RLIN, using USMARC formats.

## Application Checklist

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If you are applying for the March 15 deadline for Special Project Support or Research/Publications/Media, this checklist (completed, signed and dated) must accompany the original and seven copies of the application. **Do not send applications in binders.**

Minigrant applicants need only submit the original of their application.

### An application consists of the following:

- ☐ Application checklist
- ☐ Grant application form
- ☐ Narrative
- ☐ Project budget form
- ☐ Resumes of project personnel
- ☐ Summary history of organization (institutional or organizational applicants only)
- ☐ Certification of support from school, organization, or institution (for education proposals or applications on behalf of an organization or institution)
- ☐ Copy of manuscript, representative photographs, script, videotape (for publication, editorial and media proposals)
- ☐ Publication bid sheets. You will need production bids from three vendors (for publication proposals). Use the provided bid sheet and photocopies

Signature \_\_\_\_\_

Date \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_

**Department of State, Cultural Affairs  
NEW JERSEY HISTORICAL COMMISSION  
2000 GRANTS AND PRIZES**

## Grant Application Form

(Please type)

1. Project title \_\_\_\_\_

2. Check one:    ☐Minigrant (no deadline)    ☐Special Projects    ☐Research, Smith Fellowship, Study at  
Collections, Publication, Media

3. Applicant information

Name \_\_\_\_\_

Street address \_\_\_\_\_

City, state, zip code \_\_\_\_\_

Daytime telephone    (\_\_\_\_) \_\_\_\_\_    County \_\_\_\_\_    Legislative District \_\_\_\_\_

Type of applicant:

☐ Individual

If you check "Individual" provide your Social Security Number \_\_\_\_\_

☐ Institutional (*Note: If you check this box you must fill out question 7*)

If you check "Institutional" provide your Federal Employer Identification number \_\_\_\_\_

(TEACHING GRANT APPLICANTS checking either of the boxes above must fill out question 8.)

4. In the space below, summarize the project. (This summary does not substitute for the project narrative.)

5. Grant period: \_\_\_\_\_ to \_\_\_\_\_

6. Budget summary

a. Total requested from the NJHC                      \$ \_\_\_\_\_                      Match (organizations only) \$ \_\_\_\_\_

b. Portion of line 6a for general operating                      \$ \_\_\_\_\_  
costs associated with project  
(*only for organizations not eligible for general operating support grants*)

c. Portion of line 6a for project use                      \$ \_\_\_\_\_

*Note: Lines 6b and 6c must add up to line 6a*

7. INSTITUTIONAL APPLICANTS MUST FILL OUT THIS SECTION

Project director

Name \_\_\_\_\_

Street address \_\_\_\_\_

Daytime telephone (\_\_\_\_) \_\_\_\_\_

Position with applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing official

Name \_\_\_\_\_

Title \_\_\_\_\_

Daytime telephone (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief financial officer \_\_\_\_\_

Institution's annual budget: \$ \_\_\_\_\_

8. TEACHING GRANT APPLICANTS MUST FILL OUT THIS SECTION

Name of department chairperson \_\_\_\_\_

Title \_\_\_\_\_

Daytime telephone (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

9. Have you applied for or received other grants to help support this project? If so, please list them and the organizations that administer them.

10. If you have received a grant from the Historical Commission before, state, for each grant the year of the grant, the amount awarded, and the title of the project.

**Submit the completed application and all other materials to the New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625. If you are not using U.S. mail, include the street address: 225 West State Street.**

**PROJECT BUDGET FORM**

Itemize these expenses in the narrative budget

Category of Expenditure	Grant Funds Requested	Matching Funds	Total
Transportation			
Food, lodging			
Photocopying, photography			
Purchase of equipment			
Salaries, fringe benefits			
Honoraria			
Professional services, fees			
Typesetting, printing			
Postage, telephone			
Materials and supplies			
Typing, transcribing			
Rental of equipment			
Personal maintenance			
Operating support			
Other (specify)			
TOTALS			

**Department of State, Cultural Affairs**  
**NEW JERSEY HISTORICAL COMMISSION**  
**2000 GRANTS AND PRIZES**  
Publication Projects: Typesetting and Printing

**Publication Bid Sheet** (Each vendor must bid to the same specifications. Photocopy this sheet and submit a copy for each vendor)

1. General information

Name \_\_\_\_\_ Project director \_\_\_\_\_  
Address \_\_\_\_\_ Description of project \_\_\_\_\_  
City, state, zip \_\_\_\_\_

2. Work to be published

Description: ☐ Book ☐ Brochure ☐ Other \_\_\_\_\_  
Title \_\_\_\_\_ Author \_\_\_\_\_

3. Composition

Description (check all that apply): ☐ Typesetting and layout ☐ Design ☐ Other \_\_\_\_\_  
Supplier \_\_\_\_\_  
Address \_\_\_\_\_ City/ state/ zip \_\_\_\_\_

4. Printing

Description: ☐ Offset lithography ☐ Photocopy ☐ Other \_\_\_\_\_  
Printer \_\_\_\_\_  
Number of copies \_\_\_\_\_ Number of pages \_\_\_\_\_ Trim size \_\_\_\_\_  
Stock: Text \_\_\_\_\_ Cover \_\_\_\_\_  
Ink: Text \_\_\_\_\_ Cover \_\_\_\_\_  
Number of bleeds \_\_\_\_\_ Number of halftones \_\_\_\_\_  
Form in which copy will be delivered to printer: ☐ Camera-ready repros ☐ Other \_\_\_\_\_  
Proofs: ☐ Galleys ☐ Page proofs ☐ Bluelines

5. Binding

Cover: ☐ Cloth (hardcover) ☐ Paper  
Method: ☐ Smyth sewn ☐ Perfect ☐ Saddle stapled ☐ Other \_\_\_\_\_  
FILL THIS IN FOR HARDCOVER BOOKS:  
Binders board # \_\_\_\_\_ Endsheets \_\_\_\_\_  
☐ Rounded and backed ☐ Headbands and footbands  
Stamped on: ☐ Spine ☐ Front cover ☐ Back cover Stamped with: ☐ Gold foil ☐ Other

6. Packing, shipping \_\_\_\_\_

7. Costs

Typography: \_\_\_\_\_  
Printing and binding: \_\_\_\_\_  
Other (explain at right): \_\_\_\_\_  
TOTAL \_\_\_\_\_

**Department of State, Cultural Affairs**  
**NEW JERSEY HISTORICAL COMMISSION**  
**2000 GRANTS AND PRIZES**

**General Operating Support**  
**Letter of Intent**

**Note: This letter of intent must be filed by February 1, 2000. The General Operating Support application deadline is February 15, 2000.**

1. Name of Organization \_\_\_\_\_
2. Street address \_\_\_\_\_  
City, state, zip code \_\_\_\_\_  
Daytime telephone (\_\_\_\_) \_\_\_\_\_ County \_\_\_\_\_ Legis. Dist. \_\_\_\_
3. Type of organization  
☐ historical society      ☐ museum      ☐ historic site      ☐ library  
☐ county/local agency    ☐ other \_\_\_\_\_
4. Federal identification number \_\_\_\_\_
5. Annual budget \$ \_\_\_\_\_
6. Provide a capsule description profile of the organization, its mission, who it serves, and the proposed purposes of the grant funds.

Signature of authorizing official \_\_\_\_\_

Date \_\_\_\_\_



# General Operating Support Application Checklist

This checklist (completed, signed and dated) must accompany the original and seven copies of the application. **Do not send applications in binders.**

**An application consists of the following:**

- ☐ Application checklist
- ☐ GOS application form
- ☐ Narrative
- ☐ GOS budget form
- ☐ Narrative budget
- ☐ Financial statement signed by treasurer and president, or audit of previous year's budget (for organizations with budgets exceeding \$25,000).
- ☐ Resumes of project personnel (no longer than three pages each).

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

**Department of State, Cultural Affairs**  
**NEW JERSEY HISTORICAL COMMISSION**  
**2000 GRANTS AND PRIZES**

**GOS Application Form**

1. Name of Organization \_\_\_\_\_
2. Street address \_\_\_\_\_  
City, state, zip code \_\_\_\_\_  
Daytime telephone (\_\_\_\_) \_\_\_\_\_ County \_\_\_\_\_ Legis. Dist. \_\_\_\_\_
3. Type of organization  
☐ historical society      ☐ museum      ☐ historic site      ☐ library  
☐ county/local agency    ☐ other \_\_\_\_\_
4. Federal identification number \_\_\_\_\_
5. Annual budget \$ \_\_\_\_\_
6. Name of director \_\_\_\_\_
7. Name of chief financial officer \_\_\_\_\_
8. Provide a capsule description profile of the organization, its mission, who it serves, and how Commission funds will strengthen the organization (no more than 200 words). **This does not substitute for any part of the narrative.**
9. Have you applied to any other organizations for operating expenses? Please list them.
10. Will you be applying to the Historical Commission for project support? Do you have an active project grant?
11. Fiscal Year: from \_\_\_\_\_ to \_\_\_\_\_
10. Budget summary: Total requested from the NJHC \$ \_\_\_\_\_ Match \$ \_\_\_\_\_

**Submit the completed application and all other materials to the New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625. If you are not using U.S. mail, include the street address: 225 West State Street.**

## GOS BUDGET FORM

Use the narrative budget to itemize expenses

Expense	Grant Request	Matching		Total
		Your Funds	Other Sources	
<b>Personnel</b>				
<b>Consultants</b>				
<b>Capital Expenditures (not funded by the NJHC)</b>				
<b>Mortgage (not funded by NJHC)</b>				
<b>Space Rental</b>				
<b>Publicity</b>				
<b>Travel</b>				
<b>Telephone, Postage</b>				
<b>Facility Maintenance</b>				
<b>Equipment Rentals</b>				
<b>Equipment Purchase</b>				
<b>Insurance</b>				
<b>Supplies</b>				
<b>Other</b>				
<b>Total</b>				

Note: Itemize each of the items that comprise the budget in the narrative budget. List the totals for each category of expenditure above. For example, suppose you have four employees for which you are requesting support. In the narrative budget, list them individually with their salaries and note what their tasks will be. On the budget form, note their total salary in the Total column, list the portion of the salary for which you are requesting support in the Grant Request column, and the portion you plan to cover from your own funds in the Matching column.

## GOS Final Report Form

### A. Financial Report

Category of Expense	Grant Funds Expended	Matching Funds Expended	Total
Personnel			
Consultants			
Capital Expenditures (not funded by the NJHC)			
Mortgage (not funded by NJHC)			
Space Rental			
Publicity			
Travel			
Telephone, Postage			
Facility Maintenance			
Equipment Rentals			
Equipment Purchase			
Insurance			
Supplies			
Other (itemize)			
<b>Total</b>			

Note: Itemize each of the items in each category. For example, if the GOS grant supported the salaries of two employees, list them under Personnel and note the amount of grant funds expended in the second column, your own funds (matching) in the third column, and the total in the fourth column.

**B. Narrative.**

Describe the use you made of the funds and how the grant helped you accomplish the activities laid out in the application. Use extra sheets if necessary and include tangible evidence, such as brochures or flyers, of those activities.

# CAPES

## Caucus Archival Projects Evaluation Service

a service of the New Jersey Caucus, Mid-Atlantic Regional Archives Conference  
funded by the Department of State, Cultural Affairs, New Jersey Historical Commission

### APPLICATION FORM

(Please type)

1. Name of institution \_\_\_\_\_
2. Address \_\_\_\_\_
3. Telephone (\_\_\_\_) \_\_\_\_\_
4. Person completing application \_\_\_\_\_
5. Position with applicant \_\_\_\_\_
6. Purpose of CAPES evaluation (please check all applicable statements):
  - ☐ To evaluate a proposed grant application
  - ☐ To survey and evaluate environmental conditions
  - ☐ To survey and evaluate preservation and conservation condition of collections, including storage of materials
  - ☐ To survey and evaluate arrangement (e.g., storage) and description (e.g., intellectual access) of collection
  - ☐ Other (Please use a separate sheet to describe)
7. Title of proposed grant project (if applicable) \_\_\_\_\_
8. Has the institution had contact with an appropriate archival repository regarding the possible transfer of the collection to that repository?  
☐ No ☐ Yes (If yes, please explain in the space below)
9. Number of staff members:  
Full-time \_\_\_\_ Part-time \_\_\_\_ Volunteer \_\_\_\_
10. Does the staff include an archivist?  
☐ Yes ☐ Full-time ☐ Part-time  
Archivist's name \_\_\_\_\_
11. What is the institution's budget for this year? \$ \_\_\_\_\_
12. Is this evaluation preliminary to an application to the NJHC for funds to support any of the archival functions listed in the description of this program?  
☐ Yes ☐ No

Please answer the questions below as completely as you can. Please send with the application a copy of the organization's most recent annual report or other current information about the organization and its activities.

Date you are submitting this application \_\_\_\_\_

Institution's staff director or chief elected official:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Does the material to be evaluated by CAPES include the following? (Check as many types as you have, and estimate the amounts of each kind of material and the date span of each.)

**Q Manuscripts and records**

Date span: From \_\_\_\_\_ to \_\_\_\_\_

**Q** Boxes: Number \_\_\_\_\_

Dimensions \_\_\_\_\_

**Q** File drawers: Number \_\_\_\_\_

\_\_\_\_ Legal size \_\_\_\_ Letter size

**Q** Folders: Number \_\_\_\_\_

\_\_\_\_ Legal size \_\_\_\_ Letter size

**Q** Volumes: Number \_\_\_\_\_

Average thickness \_\_\_\_\_

Linear feet \_\_\_\_\_

**Q** Other measurement:

**Q Newspapers**

Date span: From \_\_\_\_\_ to \_\_\_\_\_

**Q** Bound volumes: Number \_\_\_\_\_

**Q** Unbound issues: Number \_\_\_\_\_

**Q** Other measurement:

**Q Photographs**

Date span: From \_\_\_\_\_ to \_\_\_\_\_

**Q** Boxes: Number \_\_\_\_\_

Dimensions \_\_\_\_\_

**Q** File drawers: Number \_\_\_\_\_

\_\_\_\_ Legal size \_\_\_\_ Letter size

**Q** Folders: Number \_\_\_\_\_

\_\_\_\_ Legal size \_\_\_\_ Letter size

**Q** Other measurement:

**Q Books**

Date span: From \_\_\_\_\_ to \_\_\_\_\_

**Q** Shelves: Number \_\_\_\_\_

Linear feet \_\_\_\_\_

**Q** Other measurement:

In the space below (and on additional pages, if necessary), please describe other material in the collection, including an estimate of its cost and date span.

**Submit the completed application and all other materials to the New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625-0305. If you are not using U.S. mail, include the street address: 225 West State St.**

**Department of State, Cultural Affairs  
NEW JERSEY HISTORICAL COMMISSION  
2000 Grants and Prizes**

**Nomination Form**

(Please type)

Name of nominee \_\_\_\_\_

Street address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Daytime telephone (\_\_\_\_) \_\_\_\_\_

**Alfred E. Driscoll Dissertation Prize**

Dissertation title \_\_\_\_\_

Degree-granting institution \_\_\_\_\_

Date of degree \_\_\_\_\_

**Submit one copy of the dissertation with this form**

Submit the completed form, with a copy of the nominated dissertation, by February 15, 2000, to **Grants and Prizes, New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625. If you are not using U.S. mail, include the street address: 225 West State St. For information, telephone (609) 292-6062 or (609) 984-0954**



**Department of State, Cultural Affairs  
NEW JERSEY HISTORICAL COMMISSION  
2000 Grants and Prizes**

**Mildred Barry Garvin Prize**

**Nomination Form**

Submit this nomination form along with an essay (approximately 500 words, typed, double-spaced) describing the nominee's qualifications and showing why he or she should receive the Garvin Prize. The essay must have three signatures, that of the writer and two seconds. Self-nomination is permissible.

(Please type)

Name of nominee \_\_\_\_\_

Home address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Daytime telephone (\_\_\_\_) \_\_\_\_\_

**Nominator** (NOTE: Self-nomination is permissible) \_\_\_\_\_

Home address \_\_\_\_\_

City, state, zip \_\_\_\_\_

**First supporting nominator** \_\_\_\_\_

Home address \_\_\_\_\_

City, state, zip \_\_\_\_\_

**Second supporting nominator** \_\_\_\_\_

Home address \_\_\_\_\_

City, state, zip \_\_\_\_\_

Submit the completed form and the nominators' essay, postmarked by December 1, 2000, to **Afro-American History Program, New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625**. If you are not using U.S. mail, include the street address: 225 West State Street. For information, telephone (609) 292-6062

**Department of State, Cultural Affairs  
NEW JERSEY HISTORICAL COMMISSION  
2000 Grants and Prizes**

## Final Report Form

You must complete both parts A (Budget) and B (Narrative—see other side)

Grantee's name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City, state, zip \_\_\_\_\_

### A. Budget Report

<b>Category of Expenditure</b>	<b>Grant Funds Spent</b>	<b>Grant Funds To Be Spent</b>	<b>Matching Funds Spent</b>	<b>Matching Funds To Be Spent</b>
Transportation				
Food, lodging				
Photocopying, photography				
Purchase of equipment				
Salaries, fringe benefits				
Honoraria				
Professional services, fees				
Typesetting, printing				
Postage, telephone				
Materials and supplies				
Typing, transcribing				
Rental of equipment				
Personal maintenance				
Operating support				
Other (specify)				
<b>TOTALS</b>				

## B. Narrative Report